Isalathiso: 20210930-6280
Inombolo yefayili: 13/8/3
Imibuzo: CA Berry

INgcaciso eMfutshane yeCandelo loLawulo lweeMviwo: 0014/2021

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zokuNika iNkxaso kwiKharityhulam, kuBacebisi ngeZifundo, kwiiNtloko zoLawulo nokuPhathwa kwamaZiko, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kwiiNtloko zoQuquzelelo neNgcebiso ngezeSLES, kuBaququzeleli boVavanyo neeMviwo nakwiiNtloko zamaziko alungiselela abafundi iimviwo zeSatifikethi seMatriki sikaZwelonke nezeSatifikethi seMatriki

Isihloko: **Ukulawulwa nokugcinwa ngokunqatyisiweyo kweencwadi zeempendulo nezinto zokubhala uviwo ukulungiselela iimviwo zangoNovemba 2021 zeSatifikethi seMatriki sikaZwelonke**

1. **Intshayelelo**

1.1 NgokweSebe leMfundo esisiSeko, ukuphathwa (handling) kweencwadi zeempendulo ezifanayo ngethuba leemviwo zeSatifikethi seMatriki sikaZwelonke (*National Senior Certificate*) (*NSC*)) nezeSatifikethi seMatriki (*Senior Certificate*) (*SC*) makuqhutywe phantsi kwemiqathango yokhuseleko engqongqo efanayo nangendlela efanayo neyokulawulwa kwamaphepha emibuzo eemviwo ze-*NSC*.

1.2 Iincwadi zeempendulo zabaviwa be*NSC* ziya kupakishwa ngokwahlukeneyo kumaphepha emibuzo kodwa ziya kuthunyelwa ngokwemithwalo yaqho ngeveki, kunye namaphepha emibuzo.

1.3 Ukuququzelela ulawulo nokurekhodwa okungqongqo kokusetyenziswa kweencwadi zeempendulo, iincwadi zeempendulo ziya kuthunyelwa kuwo onke amaziko okubhalela iimviwo ngokwahlukeneyo zikwibhokisi zekhadibhodi ezibrawuni eziphawulwe ngelebhile ngokucacileyo.

1.4 Kucelwa niqaphele ukuba i-*Computer Applications Technology Paper* 1 ne-*Information Technology Paper* 1, eziya kubhalwa nge-19 nange-20 Oktobha 2021

ngokulandelelanayo, azinancwadi yeempendulo ifanayo. Izinto zokubhala (*stationery*) ze-*CAT* neze-*IT* zeeseshoni zepraktikhali ziya kufakwa kumthwalo othunyelwayo wamaphepha emibuzo.

1.5 Izinto zokubhala zoviwo ezenzelwe uviwo lulonke ziya kusiwa ezikolweni zingumthwalo omnye ukususela ngowe-18 ukuya kowe-22 Oktobha 2021. Izinto zokubhala zoviwo mazitshekishwe ngoko nangoko yaye zingqinisiswe zize zigcinwe kwisefu/kwigumbi elinqatyisiweyo lesikolo kude kuqaliswe ukubhala iimviwo. Nakuphi na ukungabikho kwezinto zokubhala zoviwo makuripotwe ngoko nangoko kuMnu Abraham du Plessis nge-imeyili apha: Abraham.DuPlessis@westerncape.gov.za.

2. **Ukulawulwa kweencwadi zeempendulo**

2.1 **Le migaqo ilandelayo yokutshekishwa nokubekwa esweni kweencwadi zeempendulo** mayilandelwe mbo kungashiywa namnye kuyo:

2.1.1 Inqununu/umphathi weziko/umgadi wabaviwa oyintloko makatshekishe umthwalo ngamnye weencwadi zeempendulo ukuqinisekisa ukuba isikolo sifumene inani elaneleyo leencwadi zeempendulo ezenzelwe iiseshoni zoviwo zaqho ngeveki.

2.1.2 Zisakufunyanwa iincwadi zeempendulo mazigcinwe ngoko nangoko kwisefu/kwigumbi elinqatyisiweyo, kunye nomthwalo wamaphepha emibuzo.

2.1.3 Inqununu/umphathi weziko/umgadi wabaviwa oyintloko makarekhode ngayo yonke imihla inani leencwadi zeempendulo ezisetyenzisiweyo kwiseshoni nganye **kwiRejista yeeNcwadi zeeMpendulo** (***Answer Book Register***) ezikhutshwe kunye nomthwalo weencwadi zeempendulo ngamnye.

2.2 **Ipekhi yeencwadi zeempendulo zemeko yongxamiseko**

2.2.1 Okufakwe kumthwalo wesibini, izikolo eziya kukufumana kwakhona, yipekhi eneencwadi zeempendulo eziyi-60 ezongezelelweyo eziphawulwe njenge-"*EMERGENCY ANSWER BOOKS*".

2.2.2 Ipekhi yeencwadi zeempendulo yeemeko zongxamiseko mayivulwe yaye isetyenziswe kuphela xa umthwalo weencwadi zeempendulo usetyenziswe waphela. Ukuba akukho zincwadi zeempendulo ezingaphezulu ezifunekayo, ingxowa eneencwadi zeempendulo zeemeko zongxamiseko mayihlale itywiniwe.

2.2.3 Ipekhi yeencwadi zeempendulo yeemeko zongxamiseko ineyayo irejista yokurekhoda ukusetyenziswa kweencwadi zeempendulo zeemeko zongxamiseko. Naziphi na iincwadi zeempendulo ezisetyenzisiweyo ezivela kwipekhi yeencwadi zeempendulo yeemeko zongxamiseko, mazirekhodwe **kwiRejista yeeNcwadi zeeMpendulo yeeMeko zoNgxamiseko** (***Emergency Answer Book Register***).

2.2.4 Ipekhi yeencwadi zeempendulo zemeko yongxamiseko kunye **neRejista yeeNcwadi zeeMpendulo zeeMeko zoNgxamiseko** kufuneka zithunyelwe kwiSebe leMfundo leNtshona Koloni (iSebe i*WCED*) ngethuba lokuthathwa okokugqibela (ukuqokelelwa okokugqibela) kweencwadi zeempendulo ezingasetyenziswanga.

2.3 **Ukubuyiselwa kwezikripthi zeempendulo neencwadi zeempendulo ezonakeleyo**

Ngoko nangoko emva kokugqitywa koviwo, izikripthi zeempendulo neencwadi zeempendulo ezonakeleyo zabo bonke abaviwa, **ngeseshoni nganye** (kungabi ngokwephepha lesifundo kuphela) mazifakwe zitywinelwe kwingxowa yeplastikhi ebonisa okungaphakathi kuyo (*clear plastic bag*) enophawu lweleyibhile olubhalwe-***Return of Answer Scripts/Spoilt Answer Books,*** ephawulwe ngokucacileyo **ngeqhina eliluhlaza** ***(green band***). Ezi ngxowa zifakwe kunye nezinto zokubhala. Le ngxowa ke ngoko mayifakwe kwi-*Smartlock canvas bag* ize itywinwe.

2.4 **Ukubuyiswa kweencwadi zeempendulo ezingasetyenziswanga**

2.4.1 Ukuqala ngoMvulo we-**08 Novemba 2021**, ikhuriya iya kuqokelela zonke iincwadi zeempendulo ezingasetyenziswanga ezikolweni ngokweshedyuli ebonakaliswe kwitheyibhuli engezantsi. IRejista yeeNcwadi zeeMpendulo **ezalisiweyo** ethunyelwa qho ngeveki mayifakwe nezi ncwadi zeempendulo zingasetyenziswanga zibuyiswa qho ngeveki zenzelwe umthwalo owodwa.

Iveki yokubuyiswa kwazo ZONKE iincwadi zeempendulo	**Umhla**
Iveki yokuqala neyesibini (27 Oktobha – 05 Novemba 2021)	08 Novemba 2021
Iveki yesithathu (08–12 Novemba 2021)	15 Novemba 2021
Iveki yesine (15–19 Novemba 2021)	22 Novemba 2021
Iveki yesihlanu (22–26 Novemba 2021)	29 Novemba 2021
Iveki yesithandathu (29 Novemba – 07 Disemba 2021)	08 Disemba 2021

2.4.2 Iincwadi zeempendulo ezingasetyenziswanga kwiveki nganye, kunye neRejista yeeNcwadi zeeMpendulo, mazifakwe kwingxowa yeplastikhi ebonisa okungaphakathi kuyo *(clear plastic bag*) enophawu lweleyibheli olubhalwe-***Return of Unused Answer Books,*** ephawulwe ngokucacileyo **ngeqhina elibomvu** (***red band***). Ezi ngxowa zifakwe kunye nezinto zokubhala ezisiwa esikolweni.

2.4.3 Igama leziko nenombolo yeziko, kwakunye nenani leencwadi zeempendulo ezingasetyenziswanga mazibhalwe kwingxowa/kwiingxowa eziphawulwe ngo-*Return of Unused Answer Book*(s).

2.4.4 Ingxowa/iingxowa ezitywiniweyo eziphawulwe ngo-*Return of Unused Answer Books* mazifakwe kwingxowa enkulu emhlophe, kunye neengxowa ze*SmartLock canvas bags* ezitshixiweyo. Ukuba ingxowa emhlophe enye ayanelanga, inokusetyenziswa ingxowa emhlophe yesibini.
(Makuqatshelwe: Makungapakishwa zincwadi zeempendulo ezingasetyenziswanga kwiingxowa ii-Smartlock canvas bags)

2.5 **Ukulawulwa kweerejista zeencwadi zeempendulo.**

2.5.1 Iinqununu/abaphathi bamaziko/abagadi babaviwa abaziintloko mabaqinisekise ukuba **iirejista zeencwadi zeempendulo zabo zizaliswa ngokuchanekileyo kwanokuba inani elisetyenzisiweyo nelingasetyenziswanga leencwadi zeempendulo lirekhodwe ngokuchanekileyo kwiiRejista zeeNcwadi zeeMpendulo.**

2.5.2 **IRejista yeeNcwadi zeeMpendulo** kwakhona ilungiselela ukuba inqununu/umphathi weziko/umgadi wabaviwa oyintloko abhale izizathu ezicacisa ukukhutshelwa komviwa incwadi yeempendulo yesibini okanye ezokusetyenziswa kweencwadi zeempendulo ezimbalwa kunokuba bekulindelekile kwiseshoni nganye. Apho kufunyaniswe ukuba inani lilonke leencwadi zeempendulo ebezikhutshelwe isikolo alingqinelani nenani lilonke leencwadi zeempendulo (ezisetyenzisiweyo/ezingasetyenziswanga/ezonakeleyo) ezibuyisiweyo, loo meko iya kuphandwa liSebe i*WCED*.

2.6 Izikripthi zeempendulo (ezikwingxowa i-*Smartlock canvas bags*) neencwadi zeempendulo ezingasetyenziswanga mazithunyelwe apha:
Mr Alistaire Gietzmann
Western Cape Education Department
Directorate: Examination Administration
Alexandra Precinct (Block A)
1st Floor
Haven Road
Maitland
7405

3. Kukhuthazwa iinqununu/abaphathi bamaziko/abagadi babaviwa abaziintloko ukuba bayigcine ibhokisi yezinto zokubhala uviwo kwindawo yokubhalela iimviwo ngeseshoni yoviwo nganye, ukwenzela ukuba kube nako ukufikelelwa ngokukhawuleza kwizinto zokubhala eziyimfuneko. Emva kweseshoni yoviwo, ibhokisi yezinto zokubhala uviwo mayigcinwe kwisefu/kwigumbi elinqatyisiweyo lesikolo

4. Kugxininiswa kakhulu ukugcinwa ngokukhuselekileyo nangokunqatyisiweyo kweencwadi zeempendulo; yaye kunyanzelekile ke ngoko ukuba kuthathwe naliphi na inyathelo lothintelo ngokumalunga noku ukwenzela ukunqanda naziphi na izitenxo ezinokwenzeka.

ISAYINWE: NGU-H MAHOMED
USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO
UMHLA: 2021-10-04